

Office Assistant - Vacancy ID: 197085

Vacancy Details

Title

Office Assistant

School/Building

Grace Christian Academy

Number of Openings

1

URL

N/A

Close Date (11:59 p.m. Central)

Open until filled

Contact

Name

Cindi Hummitzsch

Title

Administrator

Email

cindi.hummitzsch@gcaschool.org

Phone

4143274200

Website

<https://www.gcaschool.org/>

Position Details

Position Start Date

As soon as possible

Salary/Wage

Based upon experience

Terms/Schedule

Full Time during the school year (mid August-mid June), Part Time during the summer months

Appointment Type

Full Time

Description

For 30 years, Grace Christian Academy (GCA) has provided a high-quality, Christian education to K4-12th grade students. As an independent, non-denominational private Christian School, GCA challenges students to be their best in terms of academics, and more importantly, in terms of their growth as children of God. Our teachers are committed to the success of our students, and go above and beyond to support their academic achievement and spiritual growth. GCA is a participant in the Milwaukee Parental Choice Program.

Grace Christian Academy is seeking an experienced and energetic Office Assistant to join its faculty. This position is full-time during the school year, and part time in the summer (three days a week). It is paid hourly dependent on the candidate's experience and skillset.

The Office Assistant at GCA is the first point of contact for the office. This role focuses on communication through various methods to students, families and staff. Discretion, organization, and the ability to multitask are important for this position. Examples of duties include answering phone calls, sending emails and school handouts, administering minor first aid to students, overseeing attendance, and assisting in keeping our student information system up to date. Other tasks may arise as needed.

Qualifications

A successful candidate will have:

A strong Christian testimony and relationship with Jesus Christ

A High School diploma (some college preferred)

Experience in Google and Microsoft Office

Dual-language appreciated

Candidate Requirements

Additional Requirements

- Resume
- Custom Questions
- Transcripts & Licenses/Certifications